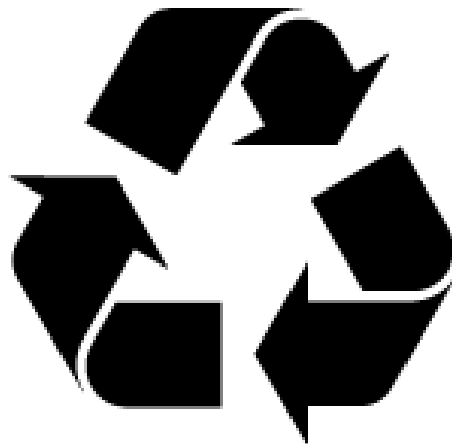


**Kentucky Government Recycling Section**

**OFFICE PAPER RECYCLING GUIDE**



**A comprehensive manual for establishing an effective office paper recycling program for businesses, schools, and municipalities of the Commonwealth.**



Division of Waste Management



Energy and Environment Cabinet

## Why Have An Office Paper Recycling Program?

Authorities agree, recycling is the most immediate and effective way each individual can contribute toward solving this problem. Indeed, part of the solution is an office paper-recycling program. Starting a program is environmentally responsible and economically sound.

This booklet explains the process of establishing a sound, viable program. Included are guidelines, worksheets, samples of promotional materials, and descriptions of paper grades to collect --- all designed to make the planning and implementation of an office paper-recycling program as easy as possible.

### **1. Planning and Developing Your Program**

As planning begins for an office paper recycling program, there are a few possibilities to consider: **FIRST-** check with your building manager or janitorial staff to see if there are already any recycling programs in place in the building. If the answer is yes, compare notes with the program coordinator. Useful information may be gained that will help you plan your program. **NEXT-** Complete the waste audit form below for an overview of your agency's disposal needs.

#### **VISUAL SURVEY**

To get an idea of the types of waste that your agency is producing look through a random sample of waste receptacles. Take care to check different departments, as some will be more likely to use larger amounts of paper than others. List the most common types of paper found:

Type	Quantity
White copy paper	
Colored copy paper	
Multi-part forms (no carbon paper)	
"Slick" pamphlets/brochures/magazines	
Computer print out paper	
Newspaper	
Cardboard	
Envelopes, Post-It Notes	
Telephone books	
Other (specify)	

## WASTE AUDIT WORKSHEET

No. Of Employees		Av. Lbs. Recyclable Paper/Employee/Day		Lbs. Of Recyclable Paper/Day	<b>Daily Recyclable Paper Generation</b> 
	<b>x</b>	<b>0.3</b>	<b>=</b>		

Lbs. Of Recyclable Paper/day		Av. Working Days/Year		Monthly Tonnage Conversion		Tons of Recyclable Paper/Month
	<b>x</b>	<b>240</b>	<b>÷</b>	<i>12mos. ÷ 2000</i>	<b>=</b>	

Tons of Recyclable Paper/Month		% Employee Participation Rate (65% conservative)		Tons of Paper Recycled/Month	<b>Actual Paper Recovery Rate</b> 
	<b>x</b>	<b>.65</b>	<b>=</b>		

## SAVINGS/BENEFITS

The worksheet below will help determine the costs and savings of starting an office paper-recycling program. After the program has been in operation for a few months, it will be easier to evaluate the benefits. If a program requires the purchase of any capital equipment, make certain it is amortized over a few years.

## SAVINGS/BENEFITS WORKSHEET

Costs	Monthly	Annually
Waste Removal Charges		
Confidential Destruction Costs		
Equipment Costs (i.e. trash cans, compactor, baler, etc.)		
Labor (janitorial)		
<b>CURRENT DISPOSAL COSTS</b>		
Possible service costs		
Assume salable paper is ____ %. Multiply % not salable by the current waste removal cost, thus your removal cost become		
Less revenue from recycling program		
<b>NET DISPOSAL COSTS</b>		

## **2. Organizing the Program's Staff**

### **THE COORDINATOR**

Solid organization is the key to a successful office program. This is especially true of a new program that will affect, even in a minor way, the work habits of employees.

First of all, the paper-recycling program will need a key employee to serve as overall coordinator. The coordinator will serve as an executive director of the program and will establish the collection system, and educate employees on their part in the program.

When choosing the coordinator, look for an enthusiastic person on your staff who is a good communicator. The coordinator should have strong organizational talents and enough experience in the agency so that he/she will know his/her way around. Initially, experience or knowledge concerning recycling is not of any great importance.

### **THE MONITORS**

Also of vital importance for a successful program are monitors to assist the coordinator. The monitors will see to it that recycling bins are free of non-recyclable materials, will keep the coordinator advised of the status of the program in their sectors, and will serve to some degree as cheerleaders, enthusiastically encouraging employees to participate. There should be one monitor for every 25 to 50 employees.

## **3. Conducting the Program**

The ultimate success of an office paper-recycling program will rest with employees. It is imperative that employees have a clear understanding of the program and have the necessary equipment to participate in the program.

### **DESK-SIDE RECYCLING CONTAINERS**

Monitors will provide each employee with a desk-side recycling container to be used solely for collecting used office paper. This can be as simple as a copy paper ream box, plastic trashcan or other inexpensive receptacle that is distinctly labeled for recycling only. There should be a container marked for white paper and another for colored paper. This allows the paper to be sorted on site by each employee. It is the responsibility of each employee to make certain that only those types of office papers being collected are placed in the desk-side container.

### **CENTRAL RECYCLING CONTAINERS**

Whenever an employee's desk-side container is full, they should be emptied into the appropriate central recycling containers. These containers should be placed around the office where employees would normally pass by on the way to the stairs, supply cabinet, etc. Containers should also be placed at copy machines and other areas where considerable amounts of paper may be generated. We suggest there should be two large

central containers per 15-20 employees. Each agency should have barrels labeled for white paper and barrels labeled for colored paper. Employees should be sure that the paper from their desk-side containers is placed in the appropriate bin.

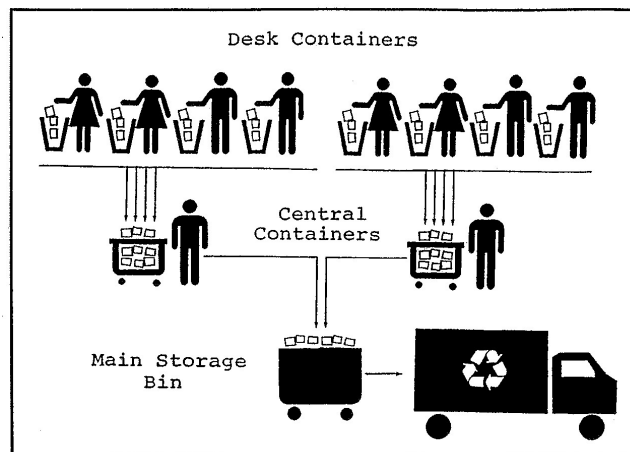
The labels help prevent trash from being emptied into the central containers and indicate what type of paper to place in the containers. Included in this packet are guides that may be used to put on the containers to indicate what may and may not be recycled.

Other tips to eliminate trash in the recycling containers include placing regular trash containers near the central recycling containers (making it easy for people to use the correct containers) and ensuring the trash and recycling containers differ in appearance.

### MAIN STORAGE BINS

Bins in a main storage area are the final destination where the office paper to be recycled will be stored while it awaits pickup. When selecting the area remember:

- Is the area large enough? Bins or roller buggies average 4 feet by 2 feet or 4 feet by 4 feet in size. There should be enough room for a minimum of 4 bins.
- Does the area need to be locked?
- Is the area free of fire hazards and do sprinklers protect it? Check for local fire department requirements.
- Is it easily accessible to the central containers?
- Will it be accessible for your staff, volunteers and recycling hauler to reach for removal?



### JANITORIAL SERVICES

Communicate details of the office paper-recycling program to the agency's janitorial services. In one-way or another, the janitorial service will be involved with the program. Some of the ways to integrate janitorial services into the program include:

- Have the janitors collect the paper from the central containers and transfer it nightly to the main storage bins.

- Explain to the janitors that they are picking up the same amount of material, but that it is simply divided into separate containers. Emphasize that they will not be doing the separation.
- Even if the janitors are not involved in the office paper-recycling program, make certain they are aware of the details so they do not mix regular trash with the paper.

When deciding the best possible way to move office paper from the central collection containers to the storage bins, consider these points:

- Is there in-house staff that could handle the consolidation duties?
- Are there any part-time or temporary personnel who can consolidate the paper?
- If the agency has more than one shift, which would be the most appropriate to handle these duties?
- Are the janitorial services in-house, contract or union?
- How large is the janitorial staff that services the building?

## **4. PROMOTING THE PROGRAM**

If the office paper-recycling program is to succeed, three points are important:

- Employees must receive notification that the program will be initiated.
- They must receive education on the specifics of the program
- They must receive periodic follow-up publicity.

### **NOTIFICATION**

Distribute a memo to all employees or put an article in the agency newsletter. Ideally this communication should be signed by the agency's senior executive or have that individual's endorsement. In this communication explain the benefits of the program, the procedures that must be followed and where any revenue from the program will be applied. A sample memo to consider is included (Sample A, page 8).

### **EDUCATION SESSIONS**

All employees should attend a meeting where the details of the program are made clear. Perhaps the meeting could be part of a regular staff or safety meeting. Regardless, all employees should have written information as to the types of office paper that will be collected and materials that must be kept out of the program. A sample memo is provided (Sample B on page 9). New employees should have this information included in their "new employee orientation" packet or training.

If possible, bring in a representative from the recycling organization that will be receiving the collected materials. He/she will be able to answer questions and provide information about the entire recycling process and the end uses for the waste paper collected from the program.

## **FOLLOW-UP PUBLICITY**

Even though an office paper-recycling program may have met with initial rave reviews, there may be a loss of enthusiasm and an increase of materials improperly discarded if it does not get periodic publicity and recycling policy is not regularly published. In an agency newsletter, e-mail or other form of regular communication, consider letting employees know the quantity of materials they recycled, and the amount of energy and environmental savings realized due to the program. List the locations of any new recycling containers and the use of any revenue earned. Finally, make sure to congratulate specific employees and departments for jobs well done.

## **SUMMARY**

All successful office paper-recycling programs have particular elements in common:

- Support from top management
- Capable and enthusiastic program coordinator
- Secure market for recyclable material
- Simple and reliable collection system
- Effective employee education and publicity program
- Reliable source of recycling information

The Kentucky Government Recycling Section is available to assist all government organizations in recycling efforts. Please contact us for any further assistance you may need to make your recycling program a success.

**Kentucky Government Recycling Section  
115 Northgate Drive  
Frankfort, KY 40601  
(502)-564-8070**

**Staff:**

Brian Bentley, Environmental Scientist V  
Timmy Bryant, Environmental Control Supervisor

**This booklet is printed on a minimum of 30% recycled waste paper that may have had its origins in an office-recycling program.**

## Sample A: Implementation Memo

TO: *Employee Name*  
FROM: *President's Name*  
RE: OFFICE PAPER RECYCLING PROGRAM  
DATE: *Current Date*

*Agency Name* will start an in-house recycling program to reclaim office paper and other materials you wish to include. Your participation is important to the success of this program.

Involvement in this program will require only minor changes in your job habits. You will be given a desk-side container for discarding used office paper. When your containers are full, empty the contents into the central collection containers next to all copy machines or common areas.

You are scheduled to attend an orientation session to learn more about how the program works. Three fifteen-minute sessions have been scheduled for *Dates and times*. You are scheduled to attend the *specific session*.

I have appointed John Smith coordinator of the office paper-recycling program. He will report directly to me on the success and status of the program. At the orientation sessions, Mr. Smith will provide all information necessary about how the program works.

Your participation in this program does make a difference. You personally can help:

- Protect the environment
- Conserve scarce landfill space
- *Raise money for the ABC Charity.*

Through your efforts in this project, we will demonstrate that recycling can be both economically and environmentally beneficial. If there are any questions, call *John Smith at extension 1234.*



## Sample B: Procedural Memo

TO: *Employee Name*  
FROM: *President's Name*  
RE: GUIDELINES FOR THE OFFICE PAPER-RECYCLING PROGRAM  
DATE: *Current Date*

### HOW THE PROGRAM WORKS

You will be given recycling containers to place near your desk. When you are through using any office paper, simply put it into your recycling container instead of the trashcan. When your recycling container is full, empty the contents into one of the central collection containers stationed near each of the copiers.

Paper is much more valuable when it is separated by grade. Please put the white copy paper into the container marked "WHITE PAPER ONLY" and the rest in the container marked "COLORED PAPER ONLY". All central collection containers will be clearly marked. That is the end of your involvement – it's that easy!

Because we have a lifelong habit of just throwing something away when we are finished using it, it may take you some time to remember not to throw away the recyclable paper in the trashcan. You have to think about it at first, but soon it will become a habit.

Keep all non-paper items, materials with adhesives, soda cans, food waste, etc., out of the paper recycling containers. Cans and newspapers should be placed in the recycling containers specifically marked for them alone. When pitching old files, outdated brochures, etc., contact the program coordinator and we will arrange a special pickup. If you are recycling an old report, remove any metal fasteners and plastic bindings. Metal staples and paper clips do not need to be removed. Check the list on your container if you are not sure what items are acceptable.

### JUST A FEW REASONS FOR RECYCLING:

- Solid Waste: It has been estimated that each man, woman, and child in the United States produces an average of four pounds of trash every day, totaling almost 1,500 pounds annually. Most of this garbage gets buried in landfills. Between 25-40% of garbage is recyclable paper.
- Paper Production: Clean waste paper is a valuable fiber resource that can be recycled to make copy paper, tissue, toweling, newspaper and paperboard. High quality grades are commonly used as a direct substitute for wood pulp resulting in world forest conservation.
- The Economy: Instead of burying valuable raw materials, recycling turns the material around and sends it through the local economy repeatedly. Jobs are created to collect, process, ship and re-manufacture the recycled products.

# OFFICE PAPER RECYCLING

INCLUDE	KEEP OUT
COPY PAPER	CARDBOARD*
ALL COLORED AND WHITE BOND PAPER	PHONE BOOKS*
ENVELOPES (PLASTIC WINDOW O.K.)	FLOOR SWEEPINGS
OBSOLETE FILES/MANILA FOLDERS	FOOD/RESTROOM WASTES
INVOICES	METAL BINDERS/FASTENERS
CARBONLESS FORMS	METAL BARS FROM HANGING FILE FOLDERS
LETTERHEAD	PLASTIC/TYVEK
LEGAL PAPERS	WOOD
STATIONARY	“CRACK-N-PEEL” STICKERS
ADDING MACHINE TAPES	SHRINK WRAP
BROCHURES	
ACCOUNTING PAPER	
INDEX/TIME CARDS	
NOTE PADS	
NEWSPRINT	
HANGING FILE FOLDERS WITH METAL BARS REMOVED	
PAPER REAM WRAPPERS	
CARBON PAPER	

\* Recyclable if separate containers are provided.

**Staples, paper clips, rubber bands and Post-it-notes are acceptable.**

# **TOP TEN MOST “UNWANTED”**

**(COMMON CONTAMINANTS IN OFFICE PAPER COLLECTION BINS)**

- 1. HEAVY METAL FASTENERS (BINDER CLIPS)**
- 2. PLASTIC, GLASS, WOOD**
- 3. METAL BARS FROM HANGING FILE FOLDERS**
- 4. FOOD WASTE, SANDWICH WRAPPERS, CUPS, BOTTLES, CANS**
- 5. FLOOR SWEEPINGS, ETC**
- 6. NON-PAPER ENVELOPES**
- 7. SHEETS OF “PEEL AND STICK” LABELS**
- 8. “WADS” OF RUBBER BANDS**
- 9. RESTROOM WASTE (PAPER TOWELS, TISSUES, ETC.)**
- 10. USED BANDAGES, NEEDLES AND ANY OTHER MEDICAL WASTE OR WASTE THAT CONTAINS BLOOD OR BODILY FLUIDS**

These contaminants can result in high quality office paper being downgraded to “colored paper” quality. The difference in price may be in excess of \$100/ton. Also, broken glass or sharp metal objects pose a safety hazard to those who must sort the paper at the recycling plant.